



# Instructions for Completing the General Permit Registration Form to Discharge Vehicle Maintenance Wastewater

*Use these instructions to complete the registration form for the General Permit to Discharge Vehicle Maintenance Wastewater (DEP-PERD-REG-010). These instructions are not a substitute for the requirements of any relevant statutes or regulations. You should review all applicable laws prior to completing this registration form. Remember, it is your responsibility to comply with all applicable laws.*

## Introduction

The Permitting, Enforcement and Remediation Division (PERD) of the Department of Environmental Protection's (DEP) Bureau of Water Management administers the General Permit for the Discharge of Vehicle Maintenance Wastewaters. DEP uses both individual and general permits to regulate discharge activities. Individual permits are issued directly to an applicant, whereas general permits are permits issued to authorize similar activities by one or more applicants throughout a prescribed geographic area. Authorization of an activity under a general permit is governed by that general permit. A general permit sets terms and conditions for conducting an activity which, when complied with, are protective of the environment. General permits are a quicker and more cost-effective way to permit specific activities for both the department and the applicant.

Any questions that you may have regarding PERD's general permit program should be directed to 860-424-3018.

## Who May Apply for General Permit Authorization?

Any person or municipality seeking to initiate, create, originate or maintain a discharge of vehicle maintenance wastewater, which has a maximum daily flow of less than 15,000 gallons per day must apply for general permit authorization. As used in this general permit, vehicle maintenance wastewater means wastewater generated by 1) floor washdown and incidental drippage from vehicles as a result of routine vehicle servicing operations and 2) washing of vehicle exteriors or steam cleaning of vehicle engines.

## How To Apply

Your general permit registration must include the following:

- A *Permit Application Transmittal Form* (DEP-APP-001),
- A *General Permit Registration Form for the Discharge of Vehicle Maintenance Wastewater* (DEP-PERD-REG-010) and all supporting documents,
- The applicable fee, paid by check or money order, made payable to the "Department of Environmental Protection".

You must submit the above materials together as a package to:

CENTRAL PERMIT PROCESSING UNIT  
DEPARTMENT OF ENVIRONMENTAL PROTECTION  
79 ELM STREET  
HARTFORD, CT 06106-5127

For any discharge of wastewater to a POTW, a copy of the completed registration form shall also be sent to the POTW Authority, which receives or will receive the discharge.

When submitting your general permit registration, label your supporting documents as directed on your registration form and always include, on each document, the applicant's name as indicated on the *Permit Application Transmittal Form*. When additional space is necessary to answer a question stated in the registration, please insert additional sheets by the appropriate question. Label each sheet with the applicant's name as indicated on the *Permit Application Transmittal Form*, along with the corresponding part number and question number indicated on the general permit registration form. You should retain a copy of all documents for your files.

## Part I: Registration Type

Enter a check mark in the appropriate box to specify if the registration is for a *new* authorization under a general permit, a *replacement* of an existing individual permit or registration or a *renewal* of an existing authorization under a general permit. If your activity has been formerly licensed by an individual permit, registration or other authorization, or if you are applying for a renewal of an existing general permit authorization, please identify the previous or existing permit/authorization/registration number in the space provided.

## Part II: Fee

A fee of \$500.00 must be submitted for each registration you are seeking. A fee of \$1000.00 must be submitted for each approval of registration you are seeking. The registration will not be processed without the fee. The payment should be in the form of a certified check or money order made payable to "Department of Environmental Protection". For municipalities, the 50% discount applies.

## Part III: Registrant Information

When completing this part, please use the following standards:

- *Name* - Provide the full, legal *company/firm* name. (If identifying a *corporation or limited partnership* registered with the Secretary of the State, fill in the name exactly as it is shown on such registration.) If identifying an *individual*, provide the full legal name (include title and suffix) in the following format: Title (Ms, Dr, etc.); First Name; Middle Initial; Last Name; Suffix (Jr., PE, Ph.D., etc.)
  - *Phone* - Unless otherwise indicated, the phone number provided should be the number where the individual can be contacted during the daytime business hours.
  - *Contact Person* - Provide the name of the specific individual within the company whom DEP may contact.
1. *Applicant/Registrant* - Fill in the applicant/registrant's name and phone number exactly as it appears on the *Permit Application Transmittal Form* (DEP-APP-001).

2. *Primary Contact* - If you have authorized a consultant, engineer, attorney or other individual to act for you during the processing of this registration, complete this section. DEP will direct copies of all correspondence and inquiries to this primary contact.
3. *Attorney* - It is not required that a registrant be represented by an attorney or any other agent. If you do have an attorney, complete this section.
4. *Facility and/or Site Owner* - If the registrant is not the owner of the affected facility or site, complete this section.
5. *Engineers or Consultants* - List any engineers or other consultants employed or retained to assist in preparing the registration or to design, construct or operate the proposed activity. Be sure to identify the service that is being provided by each.

## Part IV: Site Information

The facility name, if applicable, should be the name by which the facility is commonly known and/or uniquely identified.

The information given as the location address should be the address of the property at which the proposed activity will take place. Include the street address and municipality. If the property does not have a street number, describe the location in terms of the distance and direction from an obvious landmark such as an intersection with another roadway, a bridge, or a river. For example, "... on River Street, approximately 1000 feet north of its intersection with Bear Swamp Road."

## Part V: Other Activity Specific Information

1. In the space provided, enter the maximum daily flow.
2. In the space provided, enter the date discharge began or will begin.
3. Identify the vehicle maintenance activities performed at your facility.
4. Indicate whether the discharge will be directed to a treatment system, which meets the specifications listed in subsection 5(a)(1) of the general permit.

5. If the discharge will not be directed to a treatment system which meets the specifications listed in subsection 5(a)(1) of the general permit, then provide a detailed description of the activities generating the discharge.

## **Part VI: Supporting Documents**

Place a check mark in the appropriate box by each attachment as verification that all attachments have been submitted.

Please label all attachments as referenced in the registration form and these instructions and be sure to include the name of the registrant as indicated on the *Permit Application Transmittal Form*.

### **Attachment A: Treatment System Specification Form**

Please submit a completed Treatment System Specification Form (DEP-PERD-REG-010A) for any discharge of vehicle maintenance wastewater which is directed to a treatment system that meets the specifications listed in subsection 5(a)(1) of this general permit.

### **Attachment B: Plans and Specifications of the Proposed Treatment System**

Please submit as Attachment B plans and specifications of the proposed collection and/or treatment system **only if** 1) the collection and/or treatment system does **not** meet the specifications listed in subsection 5(a)(1) of the general permit and 2) the discharge was not previously authorized by a valid individual permit issued in accordance with Section 22a-430 of the Connecticut General Statutes or by the Car Wash or Vehicle Service Floor Drain Wastewater General Permit issued by the Commissioner on December 7, 1989.

### **Attachment C: Approval for Connection to a Sanitary Sewer**

For any discharge of vehicle maintenance wastewater, please submit a completed Approval for Connection to a Sanitary Sewer (DEP-PERD-REG-010C) from the POTW, which receives or will receive the discharge.

### **Attachment D: Professional Certification**

Please submit a completed Professional Certification (DEP-PERD-REG-010D) for any discharge of vehicle maintenance wastewater which 1) is directed to a treatment system that meets the specifications listed in subsection 5(a)(1) of this general permit and 2) was not previously authorized by a valid individual permit issued in accordance with Section 22a-430 of the Connecticut General Statutes or by the Car Wash or Vehicle Service Floor Drain Wastewater General Permit issued by the Commissioner on December 7, 1989. This certification must be submitted at the time of registration after installation of such treatment system.

### **Attachment E: Professional Certification**

Please submit a completed Professional Certification (DEP-PERD-REG-010E) **only if** the discharge of vehicle maintenance wastewater is 1) directed to a collection and/or treatment system that does **not** meet the specifications listed in subsection 5(a)(1) of this general permit and 2) was not previously authorized by a valid individual permit issued in accordance with Section 22a-430 of the Connecticut General Statutes or by the Car Wash or Vehicle Service Floor Drain Wastewater General Permit issued by the Commissioner on December 7, 1989. This certification must be submitted after receipt of the commissioner's approval for the proposed collection and/or treatment system and after installation of such system.

### **Attachment F: Previously Permitted Facilities**

For a discharge that was previously authorized by a valid individual permit issued in accordance with Section 22a-430 of the Connecticut General Statutes, submit a copy of the approval of plans and specifications issued by the Department in accordance with Section 22a-430 of the Connecticut General Statutes.

For a discharge that was previously authorized by the Car Wash or Vehicle Service Floor Drain Wastewater General Permit issued by the Commissioner on December 7, 1989, submit a copy of Certification Form VW2 or VS2.

## **Part VII: Certification**

After the registration has been completed it must be reviewed and signed by both the registrant and the individual(s) who actually prepared the registration. By their signature, they certify that, to the best of their knowledge and belief, the information contained in the application, including all attachments, is true, accurate and complete.

The certification of the registration package shall be signed as follows:

1. For an individual(s) or sole proprietorship, by the individual(s) or proprietor, respectively;
2. For a corporation, by a principal executive officer of at least the level of vice president, or his agent;
3. For a partnership, by all general partners;
4. For a municipal, state, or federal agency or department, by either a principal executive officer or a ranking elected official or by other representatives of such registrant authorized by law.

A registration will be considered insufficient unless all required signatures are provided.